Southwestern Oklahoma State University
Accuplacer Remote Testing Guidelines

If you are a student who is not able to travel to SWOSU to complete Accuplacer testing for Course Placement Testing or Diagnostic testing, please choose one of the following ways to take your test(s):

1. You may ask an institution nearby if they are part of the ACCUPLACER remote testing network. If that institution is part of the network, you may call 580-774-7184 to create a Remote Test Voucher. You will be responsible for any proctoring fees that apply.

2. Contact a local college/university to determine if test center personnel are willing to proctor Accuplacer tests. Students are not allowed to take Accuplacer tests without the supervision of an approved proctor. This ensures the integrity of the students’ test scores and the security of the Accuplacer tests. You will be responsible for any proctoring fees that apply.

   a. Proctor Qualifications:
      • Familiar with accepted practices for administering standardized tests
      • Has no vested interest in the student’s scores
      • Is not related to the student
      • Is employed by a college/university

   b. Verify that there is a computer available and ask your proctor to make sure it meets the system requirements for administering the tests. The easiest way for the proctor to do this is to go to www.accuplacer.org and click “System Requirements.”

   c. Schedule your test session; allow at least 30 minutes per CPT and/or Diagnostic test.

Contact Sharon Jenkins with information regarding this appointment.
Sharon Jenkins, Testing Supervisor
Assessment Center
sharon.jenkins@swosu.edu
580-774-7184
Computer Placement Test Center Rules:

- Examinee must verify identification with a picture ID issued by a state or federal agency (driver’s license, passport, military ID).
- Examinee should RELAX! ACCUPLACER was designed to help you succeed at SWOSU. Your score helps you and your advisor determine which courses are most appropriate for your current level of knowledge and skills.
- Examinee should pay careful attention to directions, as you may not go back to change an answer once it has been submitted.
- Examinee should not talk to other examinees. All questions should be directed to your proctor.
- Examinee should not have access to cell phones and/or other electronic devices.
- Examinee should have not have access to food, drink, text books or other papers in the testing room.
- All test materials, including scratch paper, should be left in the testing room.
- CPT tests are not timed, but generally take about 30 minutes each.
- These are adaptive tests. Questions are chosen for you on the basis of your answers to previous questions. Because the test works this way, the examinee must answer every question and may only change the answer to a particular question before moving ahead to another question.
- Clean scratch paper should be provided by the proctor; NO CALCULATOR is allowed.